A Message from the Principal

“A few minor adjustments…” I remember many times when I’ve created plans, sent them out for feedback, and then read that phrase. “Could you just make a few minor adjustments?” Rarely did I make it through the whole sentence before I realized that these few small adjustments were likely going to resemble a major overhaul and potentially a completely new approach. A few minor adjustments can create a lot of work. But a few minor adjustments, if done with thoughtful purpose, can also have tremendous impact.

When we first started hearing about the virus, we prepared to make a few minor adjustments. An extended spring break. Preparing some packets to send home. A couple emails to families. Minor. Then the world just kept changing, daily, hourly, at times, until we accepted our fate that these adjustments would not be nearly enough to meet the demands of the situation. We were going to need a major overhaul. And you know this, because you lived it.

As we face another uncertain school year, our approach has been adjusted yet again. We have set health and safety as our top priority, only allowing class sizes in the single digits, requiring masks for all, changing our procedures for entering, exiting, eating lunch, going to recess, and more. We are creating an environment in which your child will be as safe as possible while still receiving in-person learning. However, we also recognize that student learning in this blended model will be 80% virtual. Our team is 100% committed to using the feedback we have received from parents, students, and teachers, to ensure that distance learning this school year will be better than it was in the Spring. We are a learning community, and we are committed to getting better at everything we do the longer we do it.

So, please know that when we ask for your feedback, we need it, we value it, and we use it. Now more than ever, education must be a partnership between school and home, and the better we get at that partnership, the more our children will be ready for whatever minor adjustments life sends their way.

BLENDED LEARNING UPDATES

Thank you all for your questions, concerns, and feedback related to our blended learning model for the 2020-21 school year. While the finer details of the plan are not quite complete, here are some key details:

● Based on feedback, all Wilson students have been divided into three groups who will each attend one day/week. So, on Day 1 (Tuesdays), ⅓ of the 8th graders, ⅓ of the 7th graders, and ⅓ of the 6th graders will be in attendance. This will be the Tuesday Group, and will always attend on Tuesdays until we are back face to face. Another ⅔ of each grade level will attend on Wednesdays, and the final ⅓ of each grade level will attend on Thursdays.

● Any day students are not learning in person, Monday-Friday, they will have class via the distance learning model. A full schedule will be sent home in the coming days.

● Students will remain in their groups (approx. 7-9 students) all day. They will enter together using an assigned door, attend all of their classes together, eat lunch together, and exit the building together. This is to ensure we are keeping our contact circles as small as possible.
New Student Orientation: WEB

Great news! We are preserving WEB at our middle schools. This year it will look a little different. We will be holding it on Monday, September 14th. Our WEB advisors are working hard to connect with our 8th grade WEB leaders in order to plan a great experience for our incoming 6th graders. 6th graders will have a fun-filled, virtual experience with their WEB leaders on September 14th.

PICTURE DAY

When: August 19 from 9 am- 3:30 pm
Where: Wilson Middle School Gym

School pictures for 2020-21 will be taken August 19th at Wilson. Even if you are not buying pictures, students should still have their pictures taken for the yearbook, for ID card/bus pass, and the school computer program. Students will get their ID cards on site. If your child cannot make it to picture day on Aug. 19th, no worries. We will have a picture make-up day after the start of the school year. We will share that date with families as soon as we have it set.

In order to follow social distancing guidelines, we are requiring each family to sign their child/children up for a specific time slot. Each child will need their own slot for a photo time. You can access the sign-up here: Student Sign-up

What will picture day look like?

1. Please arrive at your assigned time.
2. Drop your child off at the gym entrance at the assigned time. Students will be expected to wear a mask and stay 6 feet apart.
3. Your child will register at the table outside, and then an adult will direct them into the gym.
4. Once in the gym, your child will be directed to one of three photographers.
5. He/she will have their picture taken and receive their photo ID.
6. At that point your child will leave the gym via the side doors located on N. 9th St.

*All students should wear their masks before and after getting their photos taken. In addition, they should stay 6 feet apart from other individuals. In order to reduce the number of individuals in the gym during photo sessions, we ask that parents plan on waiting for their child outside/in their vehicles unless there is a special circumstance. If that is the case, the family should notify Mrs. Beatty prior to picture day.

In order to limit the number of children waiting outside, please reference the white board near the registration table to see what time frames are being served at any given time.

Please remember that this is a school function and students are expected to wear school appropriate clothing. Students who do not dress appropriately will not be allowed to have their pictures taken. Harmann Studios suggests long sleeves and bright solid colors. You will find a Harmann Studios flyer included with this newsletter explaining how to order photos online. Additional portrait package order forms will be available at Wilson on August 19th. Please call Harmann Studios at 800-236-8910 with questions about photo packages.
LIKE US ON FACEBOOK

You can stay up-to-date with all the latest news, events, and classroom happenings via our Wilson Facebook page. You can find us by going directly to www.facebook.com/wilsonwarhawks or search for Wilson Middle School. Our profile picture is Wilbur Warhawk. #WeAreWarhawks

STUDENT FEES

- Wilson Student Fee $40
- Yearbook $25

In light of the unique circumstances of this school year, cash and checks will still be accepted, but the district is encouraging parents to take care of all student fees online using WordWare (school lunch payment site) when possible.

WILSON PARENT ENGAGEMENT GROUP

Mr. Erlandson and Mrs. Beatty will again be facilitating a parent engagement group. Our goal is to expand the Wilson Learning Community beyond its walls by building relationships that actively engage parents in our school's mission-learning for all. We are planning to meet quarterly. Our first meeting will be:

Building a Strong Blended Learning Partnership Between School & Home

When: Thursday, Sept. 10 at 6:00pm
Where: Virtual Meeting via Google Meets
Link to Join: https://meet.google.com/zwb-nsrv-vpk
Agenda:
- Keys to Success
- What will the transition to face-to-face or full virtual mean for your student?
- Questions & Clarifications
- Sharing & Listening

Please contact Mr. Erlandson or Mrs. Beatty if you have any questions.

SIXTH GRADE CAMP DELAYED

Fall is traditionally the time sixth grade students enjoy a 3 day-2 night camp experience at the Rahr Memorial School Forest. With current health concerns, it is our hope, delaying camps to spring will allow more students to participate in the full camp experience. Plans will be reevaluated late winter. We look forward to camps as much as the students and can't wait to get them out to the School Forest!
SCHOOL SUPPLIES
Students at Wilson Middle School will be provided an assignment notebook (student planner). Students are expected to bring their planners with them to each of their classes. Students who lose their planners can purchase a new one in the office for $3.

To the right, you will find the recommended school supply lists for each grade level. In addition, please provide a mini-pencil sharpener for wood pencils or use mechanical pencils only.

6th Grade Supply List
- Backpack
- Inexpensive wired earbuds
- 1- 1½ inch binder w/dividers
- 4 spiral notebooks
- 4 Pocket Folders
- 1- 12 inch ruler
- 1 eraser
- 1 adult sized scissors
- 2 packs of mechanical pencils & lead refills
- 1 pack of highlighters
- 1 pack of pens (blue or black)
- 1 pack of colored pencils or markers
- 1 lg. glue stick or 1 glue bottle
- 1 pencil box/bag
- 3 packs of post-it notes

7th Grade Supply List
- Backpack
- Inexpensive wired earbuds
- 1- 1 inch binder
- 5 spiral notebooks
- 2 composition notebooks
- 7 pocket folders
- 1- 12 inch ruler (w/ metric markings)
- 1 eraser
- 1 adult sized scissors
- 2 packs of mechanical pencils & lead refills
- 2 highlighters
- 1 pack of pens (blue or black)
- 1 pack of colored pencils or markers
- 2 glue sticks
- 1 pencil box/bag
- 2 packs of post-it notes
- 1 calculator
- 1 box of Kleenex or sm. person packs

8th Grade Supply List
- Backpack
- Inexpensive wired earbuds
- 1- 1 inch binder
- 7 spiral notebooks
- 7 pocket folders
- 1 pkg. of loose leaf paper
- 1- 12 inch ruler (w/ metric markings)
- 1 eraser
- 1 adult sized scissors
- 2 packs of mechanical pencils & lead refills
- 2 highlighters
- 1 pack of pens (blue or black)
- 1 pack of colored pencils or markers
- 2 glue sticks
- 1-2 pencil box(es)/bag(s)
- 2 packs of post-it notes
- 1 calculator
- 1 box of Kleenex or sm. person packs

DROP OFF & PICK UP LOCATIONS
Students may be dropped off and picked up in Circle Drive off 11th Street or on 9th Street. Parents should NOT enter the main office parking lot for drop off or pick up as this causes unnecessary traffic congestion.

Aug. 19: Picture Day 9am-3:30pm
Sept. 1: First Day of School
Sept. 4: No School
Sept. 7: No School
Sept 14: WEB Orientation-6th Gr.
(virtual)
Oct. 22: Parent/Teacher Conferences
Oct. 23: No School
Oct. 30: No School (Staff Development)
Nov. 6: End of Quarter 1
Nov. 25:½ Day of School
Nov. 26-27: Thanksgiving Break
Dec. 24-Jan. 1: Winter Break
Jan. 4: Classes Resume
Jan. 21: End of Quarter 2

Jan. 22: No School (Records Day)
Jan. 25: No School (Staff Development)
Feb. 25: Parent/Teacher Conferences
Feb. 26: No School
Mar. 19: No School (Staff Development)
Mar. 26: End of Quarter 3
Mar. 29-Apr. 2: Spring Break
Apr. 30: No School (Bad Weather
Make-up Day)
May 28: No School
May 31: No School (Memorial Day)
June 10: Last Day of School
June 11: LHS Graduation
SUGGESTED PICK UP & DROP-OFF LOCATIONS:

- Anywhere along School Street
- The Circle Drive off N. 11th

For health and safety purposes, each group of students will be assigned a door for entering and exiting the building. This is the only door they will use until we are back 100% face to face. Your child’s assigned door will be communicated in the coming days, along with their teachers and schedule. The doors to the building open for all students at 7:35 am. Students who are dropped off before 7:35 must wait outside until the doors open. Unfortunately, we cannot make exceptions to this so please do not drop off early. Additionally, please make arrangements for students to be picked up before 3:15 pm.

Please remember that once our day has begun, all Wilson exterior doors will be locked. Parents bringing students to school after our day begins or picking up students during the day will need to use the main office entrance. These office doors will also be locked during the school day, so students and parents must use our doorbell to be admitted. This will help to ensure a safe building for all.

**Bikes & Skateboards**

Students who ride their bikes to school must walk their bikes while on school grounds. Students should lock their bikes at the bike racks. Bike racks are located near the Circle Drive entrance and the gym entrance. Students who skateboard to school may not ride their skateboards on school grounds.

**A Message from Brandt Buses**

MPSD Parents and Guardians, prior to your child getting on the bus, or other district-sponsored transportation such as Assist to Transport, please confirm that your child does NOT have a fever, or any of the below COVID-19 symptoms. This must be done DAILY. Your child must also wear a mask.

If your child has a fever or 2 or more of these symptoms do not send them on the bus and contact your medical provider for further direction. Please contact your child’s school to report them absent.

- Fever (100.4) or chills
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Nausea or vomiting
- Diarrhea

Thank you for your cooperation.
COMMUNITY FLYERS
Manitowoc Public School District has added a ‘quick link’ onto our district website titled “Community Flyers” where we will post flyers from non-profit organizations. We encourage you to access our MPSD site, https://www.manitowocpublicschools.org/, for MPSD related news and to open the flyers you are interested in viewing. If you are a non-profit organization and would like your flyer approved for posting, please send a PDF of the flyer to Tiffany Gates at gatest@mpsd.school

CELL PHONES AT WMS
Cell phones are not allowed in Wilson classrooms or hallways during the school day. Students may bring them to school for after-school communication, but they must remain off and out of sight all day. Because we are not using lockers during blended learning, the cellphones should remain in student backpacks, which will be kept in the classroom. If a parent needs to get a message to a child during the day, please call the office at (920) 663-9580.

A few reasons why we came to this decision two years ago include:

**Distraction:** Students’ devices are constantly “notifying” them of new messages, sports scores, or a friend’s TikTok post. During class, when students are trying to read or talk with friends, or at bedtime, it becomes nearly impossible for them to ignore and they struggle to maintain their focus.

➢ **The Fix:** All of these notifications can be turned off from the settings screen. Help your child turn off, insist that they leave them off, and their attention to the world around them will improve. There is also a “Do Not Disturb” setting that will completely silence a phone (except for calls/texts from numbers you choose) during certain hours of the day.

**Separation Anxiety:** There are times when students just need to put their phones away, but it is becoming increasingly difficult for many to do so. Some of the most disturbing meltdowns I have seen are reactions to having a phone taken away.

➢ **The Fix:** Students need regular chunks of time each day to practice being completely detached from their phones. I suggest starting with bedtime and adding a few key times from there, including meal time, public outings, and family gatherings. I love my phone too, but if I can’t put it down without freaking out a little, then I might have a problem.

**Harassment, Bullying & Sexting:** Whether you realize it or not, many students engage in highly inappropriate activities on their devices due to the combination of perceived privacy and lack of an observable reaction from the other person. They say things in texts, Facebook Messenger, Snapchat, etc. that they would never say in real life. They take a shocking number of nude photos of themselves to share with others (who routinely violate their trust and share the pics widely) in an attempt to be liked and noticed. They contact uninterested peers dozens (and sometimes hundreds) of times each day.

➢ **The Fix:** As a parent, you need to know what is on the phone and how it is being used. That means getting in your kids’ business from time to time. A simple family policy that says, “Mom/Dad can check your texts, photos, and social media use anytime they want,” could have a dramatic impact on students’ thought-process before using their device. If your child is bullying with their phone, they are subject to
the same consequences as those bullying in person. If they are creating, sending, or receiving nude photos of themselves or others, they are dealing in child pornography, which is a felony offense. And don't forget to check the photo-hiding vault apps.

The big, tough, scary (and necessary) questions:
- Is my child developmentally ready for something as powerful as a smartphone?
- Do I know and understand what they are doing with it?
- Do they need the device at school?

At Wilson, we are working to create a safe and realistic 21st Century model of good digital citizenship. Through our research, we have determined that all students will be able to learn at higher levels without the distraction of the cell phones in the classroom. If you answered yes to the above questions, then please partner with us by setting and enforcing clear limits and monitoring the child’s activity on the device. For more information, check out the Family Online Safety Institute’s Good Digital Parenting Website

**MIDDLE SCHOOL SPORTS**

MPSD is busy organizing what fall sports will look like this year. No sports will begin before the start of the school year. At this time, our district has set up an electronic sign-up for all sports this year. Here are two district resources for you to utilize if your child is interested in participating in any sports throughout the school year. As more information is available, we will update our families.
- Letter from Mr. Steavpack, Athletics & Activities Director
- Online Registration for Sports

**CHARTWELLS LUNCH PROGRAM**

MPSD’s lunch program is run in cooperation with Chartwells. This lunch program complies with all guidelines for the National School lunch program. Each day your child(ren) may select from several items offered to make up the school lunch; at least two and up to five different components daily. The components include protein, fruit, vegetable, bread/grain, and milk.

Wilson students have many choices, including four entree choices for hot lunch daily. They may also select from two fruit choices with one fresh fruit offered daily, vegetable, bread, and milk. In addition there will be some a la carte items to supplement the students’ meals or for those students who may wish to bring their own lunch.

We will continue to use the debit account system utilized for the past few years. Under this system, parents and guardians can deposit money directly into an account established for their family. Students then enter a pin number when paying for their lunch and the money is debited from the account. Under this system, parents and guardians may request print-outs detailing the items their child has purchased for lunch. The system is not a charge account and payment must be received prior to the purchase of a meal. Please note that students will still be able to purchase menu items with cash.

Chartwells will have a representative on hand August 19th to answer questions, help parents and guardians make deposits into lunch accounts, and to provide menus for the first month. Accounts can be funded online, or via cash/check. Checks for lunch accounts must be a separate check from other fees. Please call (920) 686-4771 with any questions or concerns regarding Chartwells School Lunch.
**Free & Reduced Lunch**
Families may be eligible for free or reduced price meals. A new application must be completed each year. You can obtain an application online on our district website on the Food Services page.

Application instructions and other information will also be available on August 19. Applications can be returned to Wilson or the Administration Building at 2902 Lindbergh Drive. Only one application needs to be filled out per household. Should you have a question while completing the application, please contact Chartwells at (920)686-4771.

**School Appropriate Attire**
As you begin your back-to-school shopping, please keep in mind appropriate school attire. Students are in school to learn and we strive to develop students who are compassionate to both themselves and others. While we encourage individuality, our priority is to foster a positive and healthy learning environment. With this in mind, please follow the guidelines listed below:

Students should dress neatly, casually, and comfortably for school, while wearing clothing that is suited for the school environment.

- Student clothing will cover the torso and all undergarments.
- Student clothing and accessories that display or promote negative messages are not permitted. These could include drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, offensive words or graphics.
- Student heads and faces will remain uncovered in all areas of the building at all times. Appropriate headgear may be worn for warmth and protection outdoors, and inside for religious reasons or special circumstances.

We realize that choosing appropriate clothing for school is sometimes a difficult process for both students and parents. If you are not sure if clothing is school appropriate, please ask a Wilson staff member. If Wilson staff determines clothing to be inappropriate, students will discreetly be asked to change their clothes. We can provide Wilson clothing or students may call home.

**Attendance Matters**
Attendance is the key to academic success! We ask that you limit student absence as much as possible, especially in this blended model. An absence may be excused with a phone call or note from a parent or guardian.

To report a student absence, please call the Wilson attendance line at (920) 663-9729. Wilson Middle School uses an automated calling machine to report unexcused student absence any time a student is marked absent unexcused for all or part of a day. If you receive a phone message from our automated caller, please call the Wilson office at (920) 663-9580.

Students with excellent attendance will be honored at our spring Wilson Awards ceremony. School-related absences (field trips) do not affect a student’s attendance status, provided they are present for the school activity. Questions? Please call the office.
BRINGING MEDICINE TO SCHOOL

It is the policy of the MPSD that “school personnel will give medication to students only when it is under a doctor’s order and when the proper form has been completed and signed by the parent or legal guardian, physician, and school principal.” If your child is in need of medication during the school day, please pick up a Consent to Administer Medication to be Given at School form in the office. This form will ask for written instruction from the prescribing physician for administration of the medication to be given, a written statement from the physician indicating willingness to communicate with the school employee administering the medication, and a written authorization from the child’s parent.

Medication must be given to the school in the original drugstore container imprinted with the following information:

- The child’s name
- The name of drug
- The dosage
- The time to be given
- The physician’s name

Medication will be administered to the child at the designated times by the school. School personnel will keep an accurate, confidential record for each pupil receiving medication. Students who need to use asthmatic inhalers during the course of the school day should contact Mr. Erlandson or Mrs. Beatty.

SCHOOL DIRECTORY DATA

The MPSD has designated the student information below as directory data. Unless a parent denies permission in writing, this information may appear in news releases and may be released to the public under open records law.

- Student name
- School
- Grade level
- Age
- Participation in school activities
- Height and weight (Athletes only)
- Photograph
- Diplomas or awards received
- Name of previous school(s)

To deny the release of some or all of the items listed above, a parent must submit a written request to the child’s principal by September 11th, 2020 (or within two weeks if the child enters the MPSD after the school year has begun).

MILITARY RECRUITERS & INSTITUTES OF HIGHER EDUCATION

In compliance with the federal Every Student Succeeds Act, we are required to give your child’s name, address, and phone number to military recruiters and institutes of higher education. The MPSD has been following this law since it was passed and will certainly continue to do so. As part of this law, it is our
responsibility to inform you of this practice and of your right to keep your child’s information private if you so choose.

If you want us to deny the release of your child’s name, address, and phone number to military recruiters and institutes of higher education, please notify the school in writing before September 11th, 2020.

**CANINE DRUG SEARCHES**

Since January 2004, Wilson Middle School and the MPSD have made it a practice to conduct canine drug searches during the course of the school year. These searches will be unannounced and will be limited to areas not occupied by students during the time of the search. If you have questions or concerns regarding canine searches at Wilson, please contact Mr. Erlandson at 920-663-9582 or Mrs. Beatty at 920-663-9585.

**SCHOOL IMMUNIZATION LAW- FACT SHEET**

The Wisconsin Student Immunization Law requires:

- 1 dose of tetanus, diphtheria, and acellular pertussis vaccine (Tdap) for students entering 6th, 9th, and 12th grades.
- 2 doses of varicella (chickenpox) vaccine for students entering Kindergarten, 6th, and 12th grades.

Under the law, parents are required to have their children vaccinated or claim a waiver by indicating their choice on the Student Immunization Record and returning it to their child’s school. The following explanation should help answer your questions about the requirements.

**Fact Sheet**

Why are these requirements being made? From 1986 through 2004, Wisconsin had the 5th highest rate of pertussis (whooping cough) in the nation with almost 5,000 cases being reported in 2004 alone. Pertussis outbreaks occur because protection declines 5-10 years after completion of childhood DTP/DTaP vaccinations. Tdap is a new vaccine that is recommended for adolescents and is anticipated to help prevent pertussis from occurring including pertussis outbreaks in schools. Pertussis can place a significant burden on children and parents, as a person with pertussis must be isolated for a minimum of 5 days of an antibiotic treatment.

Two doses of varicella vaccine have been shown to be more effective than one dose in preventing “breakthrough disease” cases of chickenpox in children of all age groups.

Recommendations for both Tdap and varicella vaccines are made by the Advisory Committee on Immunization Practices to the Center for Disease Control (CDC).

What do parents need to do? Have your child vaccinated with Tdap and/or varicella vaccine if he or she has not already received the vaccine(s). Record the date(s) of the immunization(s) and return this information to the school office or report them to the school nurse, Kellea Ewen at (920) 663-9876.

Also, be sure to add the Tdap and varicella vaccine dates to the permanent immunization record you keep for your child at home. In the future, s/he may need to give these dates to other schools, colleges, and/or employers.

Are there exceptions to the Tdap and varicella vaccine requirements? Yes, the first is with the Tdap vaccine. If your child will be entering 6th, 9th, or 12th grade and already received a tetanus-containing vaccine (eg. Td
vaccine) within the last five years, your child is compliant and Tdap vaccine is not required. Check the box marked ‘Td’, enter the date it was received on the Student Immunization Record, and return it to school.

The second exception is for the varicella vaccine. If your child had chickenpox disease, even after the 1st dose of varicella vaccine, further doses of the vaccine are required. Check the “Yes” box to the chickenpox disease question on the Student Immunization Record and return it to school.

If my child already had pertussis disease, should he or she still get the Tdap vaccine? Children who have had pertussis disease should receive Tdap according to the routine recommendations because the length of protection provided by disease is unknown and because the diagnosis can be difficult to confirm. This is not an exception to the Tdap requirement.

Where can I get Tdap and/or varicella vaccine for my child? These vaccines are available from your child’s doctor or local health department. Please have your child immunized well in advance of school opening to avoid the late summer rush at doctor’s offices and immunization clinics.

**MPSD BULLYING POLICIES**

The MPSD Board of Education and Wilson Middle School are committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board of Education and Wilson Middle School encourage the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board of Education and Wilson Middle School will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where any employee is engaged in school business.

Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student’s educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behavior as stalking, cyber bullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or associate principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate
administrator or Board official. Complaints against the building principals should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

*All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or associate principal, or the District Administrator.* Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in the prompt and immediate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.
“Bullying” is defined on page one. Some examples of bullying are:
● Physical--hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact
● Verbal--taunting, malicious teasing, insulting, name calling, making threats
● Psychological--spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation
● Cyberbullying--the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

The Board recognizes that cyberbullying can be particularly devastating to young people because:
● Cyberbullies more easily hide behind the anonymity that the Internet provides
● Cyberbullies spread their hurtful messages to a very wide audience with remarkable speed
● Cyberbullies do not have to own their own actions as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions
● The reflection time that once existed between the planning of a prank-or a serious stunt-and its commission has all but been erased when it comes to cyberbullying activity

Cyberbullying includes, but is not limited to the following:
● Posting slurs or rumors or other disparaging remarks about a student on a web site or on a blog
● Sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim’s cell phone bill
● Using a camera phone to take and send embarrassing photographs of students
● Posting misleading or fake photographs of students on websites

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

“Intimidation” includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another’s property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

“Menacing” includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

“Harassment, intimidation, or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:
● Physically harming a student or damaging a student’s property
● Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property
● Creating a hostile educational environment

“Staff” includes all school employees and Board members.
“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events. For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Privacy/Confidentiality
The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board’s legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification
Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians, and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports
Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy. An annual summary report shall be prepared and presented to the School Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training
In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board’s policy and administrative guidelines on bullying will be age and content appropriate.

The complaint procedure established by the District Administrator as set forth in AG 5517.01 shall be followed.

To Report Bullying
School Administrators:
Cory Erlandson, Principal 920-663-9582
Anna Beatty, Associate Principal 920-663-9585
**School Resource Officer:**  
We are currently in the process of hiring our new SRO.  
- School Resource Officer 663-9895

**School Counselors:**  
Mike Zupek (Last Name A-L) 920-663-9877  
Terri Augustine (Last Name M-Z) 920-663-9852

**WHO DO I CALL?**  
Sometimes it is hard to know who to call when you need information from Wilson. The main number for Wilson’s Switchboard is 663-9580. Below are your contacts for some of the reasons you may be calling school:

**Administrative Questions**  
- Mr. Cory Erlandson, Principal 663-9582  
- Mrs. Anna Beatty, Associate Principal 663-9585

**Attendance/Absences**  
- Mrs. Debbie Rhein 663-9729

**School Nurse/Health Information**  
- Mrs. Jennifer Monte-Last 323-7592

**Lunch Accounts/Free and Reduced Lunches**  
- Chartwells 686-4771

**Police Matters**  
- School Resource Officer 663-9895

**Schedules/Classes**  
- Mr. Mike Zupek (last names A-L) 663-9877  
- Mrs. Terri Augustine (last names M-Z) 663-9852

**Sports Schedules**  
- Please check out the school's website.

**Transportation/Buses**  
- Brandt Buses (920)682-8823

For questions about individual classes or your child’s performance in a particular class, please contact your child’s teacher, either via telephone or email. Grades may also be checked via the Infinite Campus Portal.

**DO YOU NEED A TRANSLATOR?**  
If you need this information translated in Spanish, please call . . . Si usted necesita esta información traducida al Español, por favor llame al 663-9372

If you need this information translated in Hmong, please call . . . Yog koj xav kom peb txhais cov ntawv no uas Hmoob, thov hu 663-9373